

SAFETY & SECURITY

The following operating procedures are in accordance with SP 3514, AR 3514.1, SP 3515, and AR 3515:

Safety

Hazardous Conditions

- The Maintenance, Operations & Facility department (M&O) is designated to ensure that all hazardous substances are inventoried, used, stored, and disposed of in a safe and legal manner.
- BCOE programs that have a need to use hazardous substances in their day-to-day operations should contact the M&O department for guidelines and/or assistance with the proper inventory and use of these products.
- When obtaining products that are potentially hazardous, Safety Data Sheets (SDS) are available, and can either be requested from the supplier at time of purchase or they may be automatically included with the product.
- The SDS sheets contain important information regarding product ingredients, and first aid guidelines in case of accident, ingestion, or improper use.
- All BCOE divisions are required to maintain an up-to-date SDS binder at all program locations. The binder should include all SDS information sheets for any products currently used that are considered hazardous.
- Per legal requirement, the M&O department annually requests copies of all SDS sheets from all divisions/programs for their records.
- Department management are to ensure that any necessary protective equipment is issued and used in accordance with safe work practices.
- The M&O department regularly communicates to all BCOE sites regarding any planned or present hazardous condition(s) such as pest control spraying or building construction.
- There is a Safety Survey Checklist form (BSF-37) available in the Maintenance & Operations forms folder on the BCOE website that can be utilized periodically or on a monthly basis to inspect BCOE sites for any potential unsafe or hazardous conditions. Once the form is complete, the original should be kept at the site, and a copy should be sent to the M&O department.
- If any unsafe conditions are reported, the M&O Manager will take the necessary steps in order to correct and ensure the safety of the employee(s) and site.
- Within five days from receipt of the BSF-37, the M&O Manager will provide a written response/report to the administrator of the reporting department/division.

Safety Training Programs

- All employees are expected to actively participate in BCOE safety training programs, such as the annual fire extinguisher training.

- New employees are provided safety training, a copy of the “Hazardous Communication Program” (HAZCOM), and the Injury and Illness Prevention Program (IIPP) s during orientation. The employee is asked to sign the Injury Illness Prevention Program certifying that training has been received, and the form is then placed in their personnel file.
- The HAZCOM and IIPP s can be located at <https://www.bcoe.org/o/BCOE/page/annual-employee-notice>. All employees are expected to be aware and adhere to these safety guidelines.

Ergonomics

- Following ergonomic guidelines is an important aspect in the prevention of workplace injury or repetitive movement strain. The Work Station Evaluation form (BSF-59) is a tool used in evaluating the ergonomic suitability of an employee’s workstation.
- The M&O technicians are available to conduct workstation evaluations; requests can be submitted through the M&O online workorder system.

Security

Theft / Vandalism

Incidents of theft, vandalism, or damage to BCOE property should be reported to the appropriate law enforcement. A written report should also be completed within 24 hours of the incident on the Property Claim Form, and provided to Administrative Services. The Property Claim Form is available on the web at: <https://www.bsspjpa.org/for-districts.html>

- BCOE insurance coverage includes a \$1,000 deductible. If the loss from the damage or theft exceeds this amount, filing an insurance claim is advised. In order to file an insurance claim, contact Administrative Services for assistance.

Keys

- It is the responsibility of the M&O department to order any changes or repairs to door locks throughout all BCOE facilities.
- Department administration may request keys to be assigned to personnel within their department/division by utilizing the M&O online workorder system. Keys are generally assigned to those employees who regularly need keys in order to carry out their normal duties.
- Upon key assignment, the employee will be given an Asset Summary to sign and return to the M&O department.

- In the event an employee were to transfer or terminate employment, it is the responsibility of department management to ensure that the employee return any assigned key(s) that are no longer necessary or required.
- Prior to an employee's departure, department management should obtain a current Employee Asset Summary from the Escape system in order to determine all key(s) assigned to employee.
- Upon key return, it is the responsibility of department management to verify that the key(s) identification match the keys(s) assigned on the Asset Summary, then note the date of the key(s) return on the Asset Summary and sign at the bottom.
- The signed Asset Summary should be sent to the M&O department in order to ensure proper adjustment of records and equipment assignment. In some circumstances the M&O department may request that the keys be returned to M&O to be held for future re-assignment or to verify key functionality.
- In the event that a key is lost or a duplicate is necessary, a new key can be requested using the M&O online workorder system.

Duplication of BCOE facility keys through any other agency other than BCOE is forbidden by law.

- The M&O department maintains a complete set of master keys for all BCOE facilities. It is the responsibility of both the M&O department and the department/site to maintain records of each key number, the locks they open, and the employee to whom currently assigned.
- Refer to AR 3515(a-b) for further guidelines regarding key assignment and responsibilities.